

ARKANSAS GOVERNOR'S SCHOLARS PROGRAM

RULES AND REGULATIONS



ARKANSAS DEPARTMENT OF HIGHER EDUCATION
FINANCIAL AID
JULY 2001

TABLE OF CONTENTS

	Pg.
<u>RULE 1 – ORGANIZATION AND STRUCTURE</u>	3
<u>RULE 2 – SCHOLARSHIP ELIGIBILITY CRITERIA</u>	4
<u>RULE 3 – APPLICATION PROCESS</u>	3
<u>RULE 4 – SCHOLARSHIP SELECTION CRITERIA</u>	5
<u>RULE 5 – SCHOLARSHIP PAYMENT POLICIES</u>	8
<u>RULE 6 – INSTITUTIONAL RESPONSIBILITIES</u>	11
<u>RULE 7 – GOVERNOR’S SCHOLARS RESPONSIBILITIES</u>	16
<u>RULE 8 – PROGRAM DEFINITIONS</u>	16

Arkansas Governor's Scholars Program

RULES AND REGULATIONS

RULE 1 – ORGANIZATION AND STRUCTURE

- I. The Arkansas Department of Higher Education shall administer the Governor's Scholars Program within the policies set by the Arkansas Higher Education Coordinating Board. All formal communications shall be addressed to or signed by the Director of the Arkansas Department of Higher Education or his/her designee. The Governor's Scholars Advisory Council shall provide advice to the Department of Higher Education regarding the administration of the program.
- II. Governor's Scholars Program Advisory Council
 - A. The Governor's Scholars Program Advisory Council shall consist of ten members appointed by the Arkansas Higher Education Coordinating Board for staggered two-year terms and shall represent the public and private sectors of post-secondary education and secondary schools.
 - B. The Governor's Scholars Program Advisory Council shall advise the Arkansas Department of Higher Education in the determination of guidelines and regulations for the administration of this program.
 - C. The Director of the Arkansas Department of Higher Education or his/her designee shall serve as presiding officer of the Governor's Scholars Program Advisory Council and shall ensure that staff services for the Council are provided.
- III. The final responsibility for selecting scholarship recipients shall rest with the Director of the Arkansas Department of Higher Education pursuant to the provisions of Act 59 of 1983, Act 176 of 1985, Act 951 of 1989, Acts 489 and 1269 of 1997, Act 1562 of 1999, Acts 1612 and 1761 of 2001 and subsequent legislation.
- IV. When functioning under Act 59 of 1983, Act 176 of 1985, Act 951 of 1989, Acts 189 and 230 of 1995, Acts 489 and 1269 of 1997, Act 1562 of 1999, Acts 1612 and 1761 of 2001 and subsequent legislation, the Arkansas Department of Higher Education shall follow the provisions of the Administrative Procedures Act.

RULE 2 – SCHOLARSHIP ELIGIBILITY CRITERIA

I. Eligibility Criteria

A student must meet the following requirements to be eligible to receive the Governor's Scholars Award.

- A. The applicant must be a citizen of the United States or a permanent resident alien.
- B. The applicant or one parent must be a bona fide resident of the State of Arkansas, as defined by the Arkansas Department of Higher Education, for at least the six months prior to the application deadline.
- C. The applicant must be eligible for admission as a full-time undergraduate student and declare an intent to enroll in an eligible public or private college or university in Arkansas. An "undergraduate student" is defined as an individual who is enrolled in a post-secondary education program that leads to or is directly creditable toward the individual's first baccalaureate degree.
- D. The applicant must meet the minimum academic standards of a minimum high school grade point average of 3.5 on a 4.0 scale, or a minimum ACT composite score of 27, or a minimum SAT composite score of 1220, or be selected as a finalist in the National Merit Scholarship or National Achievement competition conducted by the National Merit Scholarship Corporation for Governor's Scholars candidacy.
- E. The applicant must demonstrate superior academic ability and leadership qualities.
- F. The applicant must demonstrate proficiency in the application of knowledge and skills in reading and writing literacy and mathematics by passing end-of-course examinations as may be developed by the Arkansas Department of Education, and as may be designated by the Arkansas Department of Higher Education for this purpose.

II. Continued Eligibility

The Governor's Scholars scholarship shall be awarded for one academic year and renewed annually for up to three additional academic years provided the scholar maintains a minimum cumulative grade point average of 3.0 on a 4.0 scale and completes a minimum of at least twelve (12) credit hours the first semester and fifteen (15) hours each semester thereafter, or the equivalent .

The Governor's Distinguished Scholars (as defined in Program Definitions) scholarship shall be awarded for one academic year and renewed annually for up

to three additional academic years provided the scholar maintains a minimum cumulative grade point average of 3.25 on a 4.0 scale and completes a minimum of at least twelve (12) credit hours the first semester and fifteen (15) hours each semester thereafter. Those Governor's Distinguished Scholars who fall below the 3.25 GPA but do maintain a grade point average of 3.0 or above, shall be eligible to receive \$4,000 per academic year in the remaining years of the scholarship period.

If the student is entering the junior year, the student must have taken the standardized rising junior test provided for in §6-61-114.

An academic year consists of regular fall, winter, spring and first and second summer terms. Those recipients who complete their baccalaureate degree in less than four years may use the scholarship for postgraduate studies at any approved Arkansas higher education institution or at institutions located out of state and educating Arkansas residents in dentistry, optometry, veterinary medicine, podiatry, chiropractic, or osteopathy under agreement with the Board of Control for Southern Regional Education. In no instance, may the scholarship term exceed four academic years. The scholarship shall be terminated if the scholar fails to complete a baccalaureate degree within five years from initial college entrance.

RULE 3 – APPLICATION PROCESS

I. Application

Application for the Governor's Scholars Program originates through the eligible student's individual initiative. The Arkansas Department of Higher Education shall provide Governor's Scholars applications to high school guidance counselors or principals and Arkansas higher education institutions. Applications may also be obtained upon request from the Arkansas Department of Higher Education.

The Governor's Scholars application shall be completed by the applicant, the applicant's parent or legal guardian, and the applicant's high school principal or counselor. Specific instructions are printed on the application and the additional instruction sheet included with the application. Applicants may withdraw from consideration for the program only through a letter from a parent or guardian that states the reason for withdrawing.

II. Submission of Applications

Any interested student, who is classified as an Arkansas resident, as defined by the Arkansas Department of Higher Education, planning to enroll in an eligible public or private college or university in Arkansas may apply.

III. Application Deadline

The Arkansas Department of Higher Education shall establish the deadline for receipt of applications for the Governor's Scholars Program each year. The deadline date shall be clearly printed on the application for the Governor's Scholars Program and in the instructions which accompany each application.

All applications must be received by the Arkansas Department of Higher Education by the established deadline date in order to be considered for Governor's Scholars candidacy. It is the responsibility of the individual applicant to ensure that the application is received by the Arkansas Department of Higher Education by the deadline date.

IV. Amount of Scholarship

Those students who have been designated as Governor's Distinguished Scholars (see Program Definition) prior to December 31, 2001, under Act 489 of 1997, will be awarded funds which, when combined with the \$4,000 Governor's Scholars award, equals tuition, mandatory fees, room and board at the approved institution in which the recipient is enrolled, at the rate charged by the institution in academic year 2000-01 for a regular full-time course load.

Those students who are awarded the Governor's Distinguished Scholarship after December 31, 2001 shall receive an award, which when combined with the \$4,000 Governor's Scholars award equals the lesser of (a) ten thousand dollars (\$10,000) per year OR (b) tuition, room and board, and mandatory fees charged by the approved at any Arkansas public or private institution of higher education.

The Governor's Scholars amount awarded to each recipient shall be \$4,000 per year.

As authorized by Act 1269 of 1997, recipients who complete a baccalaureate degree in three years or less may receive a fourth-year award if they enroll in a postgraduate program at an approved institution. In no case, however, will the recipient receive a larger scholarship than he or she received as an undergraduate Governor's Scholar. For students who qualify for a postgraduate award by completing a bachelor's degree in three years or less and enrolling in a postgraduate program at an approved institution, the remaining term of the Governor's scholars award will be either the same amount received in the last undergraduate year or the cost of tuition and mandatory fees for the postgraduate program at an approved institution, whichever is less. The Governor's Scholarship term will never exceed four academic years.

RULE 4 – SCHOLARSHIP SELECTION CRITERIA

I. Selection Criteria

The Governor's Scholars selection criteria consist of value points for academic achievement and leadership including: ACT or SAT score, selection as a National Merit or National Achievement Finalist as conducted by the National Merit Scholarship Corporation, high school grade point average, rank in high school class, and leadership in school, community, and employment activities. Value points assigned to each selection criterion are weighted as follows:

ACT, SAT Score, National Merit Finalist, or National Achievement Finalist as conducted by the National Merit Scholarship Corporation -----	40%
Rank in Class -----	25%
Grade Point Average -----	25%
Leadership:	
School & Employment -----	8%
Community -----	2%

ACT scores will be accepted only if they are from tests taken on national test dates or are administered under special conditions approved by ACT and scored by ACT. Those applicants graduating from high school after December 31, 2001 will receive consideration only for test scores earned by December 31 prior to the application deadline.

Students who score a 32 or above on the ACT or a 1410 or above on the SAT (Those applicants graduating from high school after December 31, 2001 must also achieve a 3.50 cumulative high school grade point average on a 4.00 scale in addition to the 32 or 1410 to be eligible to be designated as Governor's Distinguished Scholars.) or are National Merit Finalists or National Achievement Finalists will be ranked according to the selection criteria listed above and are eligible to be named Governor's Distinguished Scholars.

The Arkansas Department of Higher Education has the authority to alter the weight assigned to the individual criterion to more appropriately meet the needs of the state as determined by the Arkansas Higher Education Coordinating Board.

High school counselors or principals shall supply high school records to include ACT or SAT examination scores. The principal or counselor will verify the accuracy of the scores. ACT or SAT examinations may be taken more than one time. The highest composite score from any one examination shall be used. Grade point averages are computed based on academic courses only, as defined in program definitions.

The eligible student receiving the highest point total from each county shall be awarded

that county's Governor's Scholars Award. If such student exhibits extraordinary academic ability as defined in the program definitions, that student shall receive the Governor's Distinguished Scholar award in lieu of the Governor's Scholars award. All remaining eligible applicants shall be evaluated in a statewide pool. Preference will be given to students who plan to enter college at the beginning of the academic year immediately following their last year of high school attendance.

II. Awarding Scholarships

A. Number of Governor's Scholars Awards

One award shall be made to a student in each of Arkansas' seventy-five (75) counties, and the remaining awards shall be made to students representing the state-at-large. Additional awards shall be made to those who qualify as Governor's Distinguished Scholars (see Program Definition). Those applicants selected as county winners are selected according to their county of residence, not by the county where the winner attends high school.

For purposes of this program, the county of residence will be that as indicated by the student's address shown on the applicant's high school transcript or other official school records. If a county awardee declines the award, the Arkansas Department of Higher Education shall offer the scholarship to the applicant with the next highest point total from that county. Students who attend high school out-of-state, but are eligible through Act 692 of 1997, shall compete in the statewide pool, but will not be designated as county winners. If sufficient funding is available, up to two hundred fifty (250) new Governor's Distinguished Scholars awards may be awarded each year. Up to twenty-five (25) new Governor's Scholars awards at four thousand dollars (\$4,000) per year may be awarded. However, the number of Governor's Scholars and Governor's Distinguished Scholar awards may be adjusted to insure that at least one award is made in each of the state's seventy-five (75) counties. In no event will the total number of Governor's Scholars and Governor's Distinguished Scholar awards exceed two hundred seventy-five (275) new awards per year.

B. Notification of Awards

Applicants chosen as Governor's Scholars and Distinguished Scholars shall be mailed an award packet, which includes an award notice, an acceptance form and an information sheet. The acceptance form includes the student's name, address, social security number, first institutional choice as indicated on the application, and scholarship identification number. The information sheet explains disbursement procedures and conditions of the Arkansas Governor's Scholars Award.

C. Acceptance of Awards

The acceptance of the Governor's Scholars Award is accomplished by signing and returning to the Arkansas Department of Higher Education the acceptance form included in the award packet by the date indicated on the acceptance form. The Arkansas Department of Higher Education must give those applicants chosen to receive awards a minimum of two weeks to respond to the award notice. If the Arkansas Department of Higher Education does not receive the signed acceptance form by the date indicated on the acceptance form, the student will not receive the Arkansas Governor's Scholars Awards. The Governor's Scholars Award shall then be offered to the applicant selected in accordance with the procedures in Paragraph II.B. above.

RULE 5 – SCHOLARSHIP PAYMENT POLICIES

I. Limitations of Payment

A. Payment of Scholarships

Funds will be disbursed to the approved institution of the Governor's Scholars choice by electronic funds transfer. After verification of full-time enrollment, the institution shall disburse the Governor's Scholars Award to the student according to the individual institution's disbursement procedures. Disbursement of the Governor's Scholars award shall correspond with the institution's academic terms (semesters, trimesters, quarters, or equivalent time periods). In no instance may the entire amount of the award for an educational year be paid to or on behalf of the student in advance.

B. Transfer to Another Institution of Higher Education

A student who receives a Governor's Scholars Award may transfer to another eligible Arkansas institution of higher education, provided the recipient notifies the Arkansas Department of Higher Education, in writing, of the change of institution by October 1 for the fall term, and by February 1 for the winter and/or spring terms. Failure to notify the Arkansas Department of Higher Education by the specified deadlines shall result in the loss of the Governor's Scholars award for the term in question.

C. Governor's Scholars Program Withdrawal Policy

Applicants may withdraw from consideration for the program only through

a letter from a parent or guardian, which states the reason for withdrawing. Withdrawal from the Governor's Scholars Program for no longer than one year may be allowed upon written petition by the individual Governor's Scholar to, and approval by, the Arkansas Department of Higher Education. Such petition must include the reasons for the temporary withdrawal, effective term of withdrawal, and anticipated reinstatement into the program. Failure to petition the Arkansas Department of Education for a temporary withdrawal shall result in the loss of the Governor's Scholars award for the term in question. Failure to petition the Arkansas Department of Higher Education for a temporary withdrawal for two consecutive terms shall result in permanent termination from the program. A petition for temporary withdrawal from the Governor's Scholars Program must be received by October 1 for a fall term, and by February 1 for a winter or spring term. Failure to enroll as a full-time student in an eligible Arkansas college or university after completion of a one-year temporary withdrawal will result in the permanent termination from the program.

D. Renewal of Governor's Scholars Award

Governor's Scholars must complete and pass at least twelve (12) credit hours the first semester and fifteen (15) hours each semester thereafter, or the equivalent while maintaining a minimum 3.0 cumulative college grade point average on a 4.0 scale. Students must notify their respective registrars and pay for an official transcript to be sent directly by the institution to the Arkansas Department of Higher Education if requested to do so. Should the Governor's Scholars Award be terminated due to failure to maintain these minimum academic standards, the award shall not be reinstated for a later term.

Governor's Distinguished Scholars must complete and pass at least twelve (12) credit hours the first semester and fifteen (15) hours each semester thereafter, or the equivalent while maintaining a minimum 3.25 cumulative college grade point average on a 4.0 scale. Should the Governor's Distinguished Scholars Award be terminated due to failure to maintain these minimum academic standards, the award shall not be reinstated for a later term. Those Governor's Distinguished Scholars who maintain a cumulative grade point average of 3.0 or above, but less than 3.25 on a 4.0 scale, will receive \$4,000 per academic year, instead of the higher Governor's Distinguished Scholarship amount .

E. Cancellation of the Governor's Scholars Award and Governor's Distinguished Scholar Award

1. The Governor's Scholars Award and the Governor's Distinguished Scholar Award shall be terminated for any one of the following

reasons:

- a. Failure to maintain a minimum 3.0 cumulative college grade point average (Governor's Scholars) or a minimum 3.25 cumulative college grade point average (Governor's Distinguished Scholars) on a 4.0 scale and complete a minimum of at least twelve (12) credit hours the first semester and fifteen (15) hours each semester thereafter;
 - b. Failure to complete a baccalaureate degree within five years from initial college entrance; or
 - c. Failure to petition the Arkansas Department of Higher Education for a temporary withdrawal for two consecutive academic terms; or
 - d. Failure to enroll as a full time student in an eligible Arkansas college or university after a one year temporary withdrawal.
2. Failure by the Governor's Scholar to provide written notification to the Arkansas Department of Higher Education of a change in status (such as a transfer to another eligible institution, change in address, change in name, etc.) before appropriate deadline dates shall result in cancellation of the Governor's Scholars award for the term in question.

F. Refunds and Overpayments

If a Governor's Scholar withdraws from an eligible institution, and under the refund policy of that institution the student is entitled to a refund of any tuition, fees, or other charges, the institution shall pay the refund amount in question to the Arkansas Department of Higher Education.

Act 1180 of 1999 states that students who receive scholarships from public funds may not use those funds in a financial aid package to exceed the recognized cost of attendance at the institution where the student enrolls. The institution must follow ADHE policy in repaying public funds in the amount exceeding the total cost of attendance for any student who receives public funds in a financial aid package above the cost of attendance.

G. Military Service

Governor's Scholar recipients who are members of the Arkansas National Guard or Armed Forces Reserve units who are called to active duty for reasons other than regular unit training and are unable to complete the

current term shall be allowed to repeat the missed term without loss of scholarship credit. In addition, these recipients shall be placed in deferred status until six months after release from active duty, at which time they must be re-enrolled in an approved Arkansas institution.

RULE 6 – INSTITUTIONAL RESPONSIBILITIES

I. Higher Education Institution Responsibilities

A. Administrative Agreement

The chief executive officer of the eligible institution is responsible for appointing one representative from the financial aid office to act as administrator of the Arkansas Governor's Scholars Program and to receive all communications, forms, etc. This representative is responsible for Governor's Scholars disbursement, completion of all forms and rosters, verification of data, and compliance with all Governor's Scholars Program rules and regulations. The institution must comply with the following responsibilities in order to maintain continued eligibility status.

B. Disbursement Records

The institution shall maintain information on the student indicating disbursement of Governor's Scholars funds.

C. Institutional Information Sheet

The administrator is responsible for designating a certifying official responsible for certifying full-time enrollment and a disbursing official responsible for the disbursement of Governor's Scholars Program funds.

D. Institutional Verification

The institution shall provide certification to the Arkansas Department of Higher Education each semester after registration, giving the names of the Governor's Scholars who are officially enrolled as full-time students as of the 11th class day of enrollment. This information is reported on a verification roster. The person responsible for verification of full-time enrollment is the registrar or a member of the registrar's staff. The certifying official is responsible for completing the verification roster twice a year for those schools on the semester system and three times a year for those schools on the quarter system. The verification roster shall be mailed to the Financial Aid Administrator prior to registration for the semester or quarter. The completed and signed Governor's Scholars verification roster shall be returned to the Arkansas Department of Higher

Education by the dates specified on the roster. The verification roster is an alphabetical listing by institution of all persons receiving a Governor's Scholars award for a given academic term. Students who are not enrolled full-time in the current term shall not receive Governor's Scholars funds for that term.

E. Deadlines for Disbursement of Funds

All funds must be disbursed within ten days of written receipt of funds. Any outstanding funds not disbursed by these dates must be returned within ten days to the Arkansas Department of Higher Education.

F. Refund Policy

It is the institution's responsibility to notify the Arkansas Department of Higher Education of the name of the person who withdrew, the date of the withdrawal, and the refund amount. This information shall be placed on the institution's verification roster before the roster is returned to the Arkansas Department of Higher Education. The institution shall be responsible for the refund amount and shall pay that amount to the Arkansas Department of Higher Education.

G. Continuing Eligibility

It is the responsibility of each institution to complete annually the Continuing Eligibility roster. This roster shall be mailed to all institutions that have a Governor's Scholar enrolled. The Continuing Eligibility roster shall be returned to the Arkansas Department of Higher Education by the date specified on the roster. The person responsible for completing the Continuing Eligibility roster is the Financial Aid Administrator. The Continuing Eligibility roster is an alphabetical listing by institution of all persons receiving a Governor's Scholars award that attended that institution for the academic year immediately preceding receipt of the Continuing Eligibility roster. The certifying official must complete the roster by providing the number of hours completed for the previous academic year and the cumulative grade point average achieved for each student listed.

H. Due Diligence

The institution shall exercise due diligence in providing complete, accurate, and timely information as requested by the Arkansas Department of Higher Education for any Governor's Scholar or former Governor's Scholar. In addition, the institution shall exercise due diligence in complying with all the rules and regulations of the Arkansas Governor's Scholars Program. The Arkansas Department of Higher Education shall

periodically review the institution's records concerning the Governor's Scholars Program in an effort to exercise its due diligence requirements as a steward of State of Arkansas funds.

RULE 7 – GOVERNOR’S SCHOLARS RESPONSIBILITIES

I. Governor's Scholars' Responsibility of Notification

It is the Governor's Scholars' responsibility to notify the Arkansas Department of Higher Education of any change in status within twenty-one days of occurrence. This shall include:

- Change in name
- Change in residence
- Change in institution attending
- Change in full-time status (twelve college credit hours, or its equivalent per semester for the first semester and fifteen credit hours, or its equivalent, for every semester thereafter)

Failure to notify the Arkansas Department of Higher Education of any of the above changes within twenty-one days of occurrence shall adversely affect participation in the Governor's Scholars Program.

RULE 8 – PROGRAM DEFINITIONS

The following definitions are used in the Governor's Scholars Program:

ACADEMIC ABILITY

The intellectual standing of the student as determined by examining the Governor's Scholarship applicant's high school records, competitive examination scores, and demonstrated leadership capabilities.

EXTRAORDINARY ACADEMIC ABILITY

Achievement of a score of 32 or above on the ACT or 1410 or above on the SAT and, for students graduating high school after December 31, 2001, achievement of a high school grade point average of 3.5 or above on a 4.0 scale; or

Selection as a finalist in either the National Merit Scholarship competition or the National Achievement Scholarship competition conducted by the National Merit Scholarship Corporation.

<i>ACADEMIC COURSES</i>	All courses completed in high school in the areas of mathematics, English, science, social science and foreign languages.
<i>APPROVED INSTITUTION</i>	<p>A public or private college or university located in Arkansas which:</p> <ul style="list-style-type: none"> • is dedicated to educational purposes; • is accredited by an accrediting agency certified and recognized by the United States Department of Education or the division of Agency Evaluation and Institutional Accreditation, or gives satisfactory assurance that it has the potential for accreditation and is making progress which, if continued, will result in its achieving accreditation; • does not discriminate in the admission of students on the basis of race, color, religion, sex, age, handicap, or national origin consistent with the provisions of applicable state and federal laws; and • subscribes to the principles of academic freedom; • OR is an out-of-state institution educating Arkansas residents in dentistry, optometry, veterinary medicine, podiatry, chiropractic, or osteopathy under agreement with the Board of Control for Southern Regional Education at which students enroll in a postgraduate program.
<i>Governor's Distinguished SCHOLARS</i>	<p>Applicants who exhibit extraordinary academic ability by scoring a 32 or above on the American College Test (ACT) or a 1410 or above on the Scholastic Aptitude Test (SAT) (and beginning with the 2002 graduates have a 3.5 GPA);</p> <p>OR applicants who are selected as a finalist in the National Merit Scholarship or National Achievement competition conducted by the National Merit Scholarship Corporation.</p>
<i>END OF COURSE EXAMINATION</i>	Those examinations as defined in ACA 6-15-419(4).
<i>U.S. CITIZEN</i>	The student must be either a United States citizen or a permanent resident alien. If the student is not a United

States citizen, but a permanent resident alien, the student must attach a copy of the permanent resident alien form I-151, I-551, I-94, or G-641 to the application.

FULL-TIME STUDENT

A student who is enrolled in at least twelve (12) semester credit hours the first semester and 15 credit hours thereafter, or the equivalent, per semester.

UNDERGRADUATE STUDENT

A student who is enrolled in a postsecondary education program which leads to or is directly creditable toward the individual's first baccalaureate degree

